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ABSTRACT

An overview of Adult Education Programs in the State of Illinois is provided. Discussions are then presented on various facets of General Adult Education, as follows: Section 10-22.20 of The School Code of Illinois; Adult Basic Education Program; Adult High School Credit and Americanization Program; General Educational Development Program; Elementary Certificate for Adults; Cooperative Agreements; Adult and Continuing Education Council; Certification; Contribution to Pension Funds; and Tenure. An appendix gives Criterion XII for Adult Education of the North Central Association of Secondary Schools and Colleges. (DB)

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ADULT EDUCATION IN ILLINOIS

POLICIES and PROCEDURES

Circular Series A-216

State of Illinois
OFFICE OF THE SUPERINTENDENT OF PUBLIC INSTRUCTION
RAY PAGE, SUPERINTENDENT

AC 010 757

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The Department of Adult Education within the Division of Continuing Education is responsible for the administration and supervision of adult programs authorized under The School Code of Illinois and federal adult education programs assigned to the Office of the Superintendent of Public Instruction by the U. S. Office of Education.

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STATEMENT OF PHILOSOPHY

Providing an opportunity for mature adults to continue to learn is a public necessity and a responsibility. Continuing education provides the opportunity for adults to adjust to social, cultural, economic, and technical changes - changes which require new skills and new knowledge if the adults are to keep up with the growth and development of the community, the state, and the nation. Adult and continuing education contributes toward improving the quality of adults, the productiveness of their operations, and the value of their decisions. Underlying adult education is the same idea that underlines all education; that is, it is a means of improving the quality of the individual and society. Adult education is a way of providing the adults with the opportunity to improve their qualities in the expectation that better persons will contribute to the betterment of our community. Adult education is education; it is the capstone to our total educational program.

A sound educational philosophy gives dignity and purpose - goals and objectives to the adult education program. For those concerned with the leadership and responsibility of adult education, there must be an understanding of the philosophy of adult and continuing education. Is it in harmony with the local district's and state's philosophy? Our answers should include a point I believe basic to any set of goals and objectives forming a philosophy for adult and continuing education. That is: public

school adult education must be conceived as genuine education. To the Office of the Superintendent of Public Instruction, adult education is purposeful learning making it possible for individuals to function more effectively as citizens, parents, homemakers, workers, and human beings.

An adult education program founded on this principle of being sound education implies the program is a part of the district's total educational program. To be a total part of the educational program, it must be recognized by all concerned in the community, administration, and Board of Education as being an integral, important partner in educational efforts of the community, the state, and the nation.

When planning a program of adult and continuing education, the Office of the Superintendent of Public Instruction believes there are two important principles which must be kept in mind. These principles are:

1. Adult and continuing education is people--their needs, interests, problems, and aspirations.
2. The adult program must be educational in nature.

By keeping these two principles in mind, the adult and continuing education program has three characteristics which makes it of value and worthy of being public school adult education. The Office of the Superintendent of Public Instruction believes the characteristics are:

1. Quality: the program is educational in nature serving a positive and possible need;

2. Comprehensive coverage: an attempt must be made to meet the needs of the total population of the area;

3. Logical sequence of subject matter: the course offerings must be so planned as to provide an orderly development of content so that the adult learner will have a logical and progressive pattern in which his continuing education may find an opportunity to progress toward his needs and his goals.

Ray Page
Superintendent of Public Instruction

PREFACE

The Office of the Superintendent of Public Instruction, as a branch of the State government, is charged by the Constitution and statute with certain powers and duties. In addition to these specifically enumerated responsibilities, the Office also has an accepted professional responsibility for giving stimulation, leadership, and guidance to the various aspects of education.

If it is a basic responsibility of the State government to provide opportunities for continuous education throughout life, then it follows that the public schools represent the agencies that can do the necessary tasks at the least cost. Adult education can be a natural extension of the secondary school and every community in the State has the facilities and, potentially at least, the trained personnel available to carry out education programs for all citizens.

Education is not measured primarily by the number of programs or enrollments, but, most significantly, by the quality of instruction. Thus, helping to build and maintain high quality program standards must become the major goal of the Office of the Superintendent of Public Instruction as it moves forward toward further realization of a sound adult education program.

Alexander E. Lawson

Alexander E. Lawson, Director
Department of Adult Education

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ADULT EDUCATION DEFINED

The Adult Education Act, (Senate Bill 1416-75th General Assembly), approved August 14, 1967, defines Adult Education as it relates to the public schools of Illinois.

"Adult and Continuing Education": Organized, systematic instruction, and related educational services, for students enrolled in a program conducted by a publicly supported educational institution. Such students are beyond compulsory education age, not currently enrolled in a regular elementary or high school, and are not seeking junior college or college credit toward an associate degree or degree. The instruction may be full-time or part-time for the purpose of providing students or groups with opportunities for personal improvement and enrichment, preparation for effective participation as citizens (including English for foreign-speaking individuals), family life and parent education, elementary and high school education, for which credit may be granted toward diploma requirements, occupational and technical training and re-training.

OVERVIEW OF ADULT EDUCATION PROGRAMS

Section 10-22.20

Source of Funds - 75% Federal Funds. 25% State Funds.

Reimbursement Rate - 100% reimbursement.

Scope of Program - Classes are provided for Public Aid recipients participating in the Adult Basic Education Program, the Vocational Training Program and the General Educational Development Program.

Forms:

OPI 75-01-101
OPI 75-01-102
OPI 75-01-103
OPI 75-01-106
OPI 75-01-114

Adult Basic Education

Source of Funds - 90% Federal Funds. 10% State Funds.

Reimbursement Rate - 100% reimbursement. Budgets are submitted to the Office of the Superintendent of Public Instruction for approval of program.

Scope of Program - Programs are designed for persons functioning from zero through the eighth grade level. The students must be beyond 18 years of age.

Forms:

OPI 75-01-101
OPI 75-01-104
OPI 75-01-105
OPI 75-01-106
OPI 75-01-114

High School Credit

Source of Funds - 100% State Funds.

Reimbursement Rate - $5.25 per 60-minute class session. $3.50 per 40-minute class session.

Scope of Program - Credit classes for adults in elementary and high school education in the academic and vocational areas. Also, Citizenship and English as a second language.

Forms:

OPI 75-01-108
OPI 75-01-109
OPI 75-01-109 Part II
OPI 75-01-110
OPI 75-01-110 Part II

General Adult Education

Legal Authority

Local school distircts have authority to support and maintain programs of education for adults beyond high school. This is an important responsibility of local school districts. Since no one can be fully prepared in childhood and youth to deal with the issues and problems he will face in his lifetime, the challenge of change requires that education be carried on continuously during adulthood. Automation, increased leisure time, and the necessity for a highly educated electorate in a democratic society, place new demands on the public schools to provide continuous and continuing education for all its citizens. Reimbursement of classes for Public Aid Recipients participating in the Adult Basic Education Program, the vocational training program and the General Educational Development Program shall be for the entire cost of such instruction.

Tuition Charges

Tuition charges and reimbursement shall not exceed the total cost of the adult education program. The interpretation of cost of the program is that total costs shall include such items as instruction, supervision, guidance and counseling, facilities, equipment, and other items directly attributable to the operation of the adult program.

I. Section 10-22.20. The School Code of Illinois

A. Classes for adults and youths whose schooling has been interrupted. To establish special classes for the instruction (1) of persons of age 21 years or over, and (2) of persons less than age 21 and not otherwise in attendance in public school, for the purpose of providing adults in the community, and youths whose schooling has been interrupted, with such additional basic education,occupational training, and other instruction as may be necessary to increase their qualifications for employment or other means of self-support and their ability to meet their responsibilities as citizens.

B. Special Agreements and Contracts

1. The Superintendent of Public Instruction for the purpose of promoting and establishing special classes for instruction of persons age 21 or older and persons less than 21 and not otherwise in attendance in the public schools, may contract with other state agencies to accept and expend appropriations given such agencies' for educational purposes to reimburse the junior college district or local school district for the cost of such programs.

2. If in the judgment of the Superintendent of Public Instruction a school district or junior college district is failing to provide, or is providing unsatisfactory or insufficient

classes for the instruction or training of adults and youth whose schooling has been interrupted, pursuant to the provisions of Section 10-22.20 of The School Code of Illinois, he may enter into agreements with public or private welfare, educational, or other agencies, other than the public common schools, competent to provide the education or training.

When entering into such agreements, the Superintendent of Public Instruction shall:

a. Establish the standards for the instruction.

b. Supervise their administration.

c. Determine the cost of the instruction, including such incidental cost of student transportation, facilities, provisions for child care for students who are parents, and other special needs of the students, as authorized by Section 10-22.20 of The School Code of Illinois.

Each agency entering into an agreement shall:

a. Keep accurate and detailed accounts of students assigned to it and receiving instruction.

b. Provide the Office of the Superintendent of Public Instruction with such reports as required by the Office of the Superintendent of Public Instruction to measure and evaluate the total effectiveness of the program.

c. Submit claims for reimbursement on the month as provided by Section 10-22.20 of The School Code of Illinois.

The Superintendent of Public Instruction may terminate such agreement when he determines:

a. That such classes are no longer necessary.

b. That the instruction or training established by an agency fails to meet the established standard.

c. That the classes established by a school district or junior college within whose geographic limits the agency is located, are adequate for the purpose.

II. Adult Basic Education Program

A. Scope of Program

The Superintendent of Public Instruction shall designate programs of instruction designed to eliminate the inability for adults to read and write English and to substantially raise the general educational level of such adults with a view of making them less likely to become dependent on others, to improve their ability to benefit from occupational and homemaking training, and to otherwise increase their opportunities for more productive and profitable employment, making them better able to meet their adult responsibilities.

First priority will be given programs which provide for instruction in speaking, reading, or writing the English language for persons functioning at the fifth grade level or below, and second priority will be given to such instruction for persons functioning above the fifth and through the eighth grade level. Adult Basic Education may be provided for out-of-school persons age 18 and beyond.

B. Criteria for Program

Proposed programs by local school districts will be submitted on forms provided by the Superintendent of Public Instruction through the local County Superintendent of Schools. The proposals will indicate a detailed plan for establishing adult basic educational programs of instruction. Specific criteria which programs must comply with are found in the Illinois State Plan for Adult Basic Education under The Adult Education Act of 1966. (Title III of Public Law 89-750).

C. Reimbursement for Adult Basic Education Programs (90% Federal Funds)

The Department of Health, Education, and Welfare has designated the Superintendent of Public Instruction as the sole agency responsible for the administration of Adult Basic Education programs in Illinois.

III. Adult High School Credit and Americanization Program

The Superintendent of Public Instruction encourages the growth of new and creative programs to meet the needs of out-of-school youths and adults. A high school may offer adult school courses for credit on the same basis as courses offered in the regular high school program. Experimental and pilot studies may be undertaken with the approval of and under the supervision of the Superintendent of Public Instruction.

A. Qualitative Curriculum

Credit assigned on the basis of qualitative attainment approved by the Superintendent of Public Instruction may be acceptable in lieu of the quantitative time definition of credit.

Even the more flexible programs have demonstrated their educational effectiveness since institutions of higher learning typically accept the credits earned on a par with day school credit.

B. Adult Needs

The Superintendent of Public Instruction recognized that the adult school is designed to meet adult needs and the school administration must be able to plan courses which may vary from those established for high school youth. Adults are more highly motivated, have more extensive backgrounds, are not easily distracted and can spend less class time on a given course and emerge with the same basic subject matter knowledge.

Consequently, an adult school program in which credit is granted

must meet the following minimum criteria:

1. Such courses are equal in quality and content to State recognition standards.
2. The teachers must meet certification and recognition standards and have professional training equal to or above that prescribed for regular day school teachers. Teachers should be encouraged to participate in in-service education and to adapt teaching methods to adult learning.
3. Opportunity for graduation from high school is provided and a diploma of graduation is issued. The local school district should give consideration to points C through G, pages 14, 15, 16, & 17 in evaluation and issuance of high school credit.
4. A systematic grading and reporting and adequate records kept.
5. Good attendance and punctuality are maintained.

C. Correspondence Courses

Credit for courses completed by correspondence may be given without local examination if the courses were taken from institutions recognized or accredited by state or regional associations. Credit for courses from nonrecognized

or nonaccredited institutions may be validated only by examinations given by local authorities.

D. Credit for Work Done Outside of School

A high school may grant credit on the basis of local examinations to pupils who have achieved the necessary proficiencies through independent study either with or without private tutoring or for work taken in or from a nonrecognized institution. Plans for earning credit outside of regular classes should be approved in advance by the local high school principal. The pupil's permanent record should show how the credit was earned. His examination papers upon which such credit is validated, should be kept in the school files for three years as evidence for recognition and accreditation agencies.

E. High School Credit Through Other Educational Experiences

It is recommended that the local school districts allow high school credit for educational experiences such as apprenticeship training, business schools, trade schools and work experience. Definite criteria and policy should be established for individual evaluation of these educational experiences by the local school district.

F. Supervised Study

The Superintendent of Public Instruction recognizes that a minimum enrollment ratio is necessary for economically conducting a class in high school credit. In cases where the enrollment does not meet the minimum standards set by the local district it is recommended that an individual progression concept be initiated and proper supervision be provided by the local district for the respective classes. Approval for such classes will be based on an enrollment ratio of two or more students.

G. Armed Forces Educational Experiences

Secondary schools may obtain credit recommendations for service experiences by submitting the form, Request for Evaluation of Service School Training, to the Commission on Accreditation of Service Experiences, 1785 Massachusetts Avenue, NW., Washington D.C. 20036.

A. The Office of the Superintendent of Public Instruction recommends that high schools grant credit for service educational experiences toward a diploma for:

1. United States Armed Forces Institute courses.
2. United States Armed Forces Institute subject examinations.
3. High School courses offered through USAFI by cooperating colleges and universities: Credit upon transfer from the school offering the course.

4. Marine Corps Institute courses.

5. Coast Guard Institute courses.

6. Service school training.

B. High School credit toward a diploma is not recommended for basic or recruit training.

H. State Reimbursement

Under Article III of the Adult Education Act, 75th General Assembly, any school district or junior college maintaining adult education classes for the instruction of persons over 21 years of age shall be entitled to claim an apportionment for each school year ending on June 30, of $3.50 for each 40-minute period (i.e. $5.25 per 60-minute period) of approved classroom instruction. Such classes must meet the five standards under Section B, pages 13 & 14 in addition to the following:

1. Reimbursement as provided herein shall be limited to classes regularly accepted for graduation from elementary or high schools and for Americanization classes which are approved by the Superintendent of Public Instruction.

2. Reimbursement for Americanization Programs is limited to English as a second language and/or citizenship preparation.

3. Each school district or junior college district entitled to reimbursement for the instruction of persons over age 21 shall submit its application claim to the County Superintendent

of Schools not later than August 1 of each year for the apportionment due for the preceding school year.

4. If a class enrollment includes students under age 21, as well as over age 21, and, in the opinion of the local school administrators there is a sufficient enrollment of students over age 21 to justify its existence as a class, reimbursement may be made.

5. Reimbursement, as provided by the Adult Education Act, Article III of The School Code of Illinois cannot exceed 100% of the costs for a class which is also requesting reimbursement under other programs whether State or Federal.

The Superintendent of Public Instruction recommends that the local school districts pay as much of the costs of the adult education program as they can financially support, and that the reimbursement received under Section 13-38 of The School Code of Illinois be used to effect a lower tuition charge to adult students.

I. Junior College Participation

Through agreement of the Office of the Superintendent of Public Instruction and the Illinois Junior College Board, recognized junior colleges in the State must meet the following standards:

1. Such classes shall meet the standards stated in Section B, pages 13 & 14 and Section H, pages 17 & 18.

2. That the recognized public junior colleges will offer courses which meet recognition standards and are approved by the Office of the Superintendent of Public Instruction.

3. Inasmuch as this program is reimbursed and approved by the Office of the Superintendent of Public Instruction and conducted by public junior colleges which are recognized by the Office of the Superintendent of Public Instruction, <u>all recognized Illinois high schools are urged to accept such credits towards the issuance of a high school diploma</u>.

4. Applications for approval of a program for reimbursement shall be made by filing with the County Superintendent of Schools forms provided by the Office of the Superintendent of Public Instruction and a copy of a resolution passed by the local junior college board certifying that it will accept courses completed in such programs as satisfying requirements for admission to the junior college. A copy of the application forms and the resolutions will be forwarded by the Office of the Superintendent of Public Instruction to the Illinois Junior College Board for information and guidance.

IV. <u>General Educational Development Program</u>

An Illinois resident over 21 years of age may apply to the County Superintendent of Schools for a high school equivalency certificate upon showing evidence that he has successfully completed the high school level General Educational Development

Tests administered by official Illinois General Educational Development Agencies, the United States Armed Forces Institute, official General Educational Development Agencies established in other states, or at Veterans' Administration Hospitals. Examinees who meet minimum State passing standards and pass the required test on the United States and the Illinois Constitutions may be issued an Illinois High School Equivalency Certificate. Illinois servicemen, veterans, inmates of the Illinois Penitentiary System and wards of the Illinois Youth Commission over 17 years of age may also qualify for the High School Equivalency Certificate if they have passed the tests in an Illinois General Educational Development Agency under the supervision of the County Superintendent of Schools. The County Superintendent of Schools is responsible for the issuance of the High School Equivalency Certificate.

V. Elementary Certificate for Adults (Section 12-20 of The School Code of Illinois)

Adults may qualify as eighth grade graduates by passing an examination given by the County Superintendent of Schools. The County Superintendent of Schools awards the diploma.

VI. Cooperative Agreements

A. As provided by The Adult Education Act, 75th General Assembly.

Two or more Boards of Education or Junior College Boards may

provide by agreement and adopt by resolution:

1. For the joint employment of a Director of Adult Education.

2. For an Adult Education Program.

3. For utilization of buildings, equipment, and other school facilities under the control of one or more of the participating boards.

Such an agreement shall direct one of the Boards of Education or Junior College Boards to receive and disburse funds and to administer the program for the benefit of all participating school districts or Junior College districts.

B. A Sample Joint Agreement for an Adult Education Program

The undersigned School Districts (and Junior College Districts) in the counties of_____by authority of their respective School Boards (Junior College Boards), being desirous of providing an adult education program for all adults in their districts, pursuant to The Adult Education Act of the Illinois School Code, hereby enter into the following joint agreement to become effective_____.
(date)

Article I - Name

The name of the area included in this Joint Agreement shall be_____

_____

_____

Article II - Purpose

The purpose shall be to provide an Adult and Continuing Education Program for adults and out-of-school youth residing within all member districts.

Article III - Organization

Membership:

1. Membership in this program shall be extended to_____ and to any other school district or junior college district approved by the respective Board of Education or Junior College Board.
2. Membership shall continue and member districts shall be bound, hereby, from year to year unless written notice is given to_____ on or before the_____, of the intention to withdraw within the ensuing school year.
   (date)
3. In the event of withdrawal of any member district from the program, said district shall be reimbursed for money due, or make payment of outstanding obligations to the program.

Administration:

1. One member district shall be designated as the Administrative District.
2. The Administrative District shall be designated the one district to receive the program for the benefit of all participating districts.

Article IV - Director of Adult Education

The joint agreement provides that a Director of Adult Education may be employed to administer the program for all participating districts.

Article V - Financing

The financing of the program shall be based on a share and share alike of

all participating districts.

Article VI - Use of Buildings, Equipment, and Other Facilities

The joint agreement provides for the utilization of buildings, equipment, and other school facilities on a share and share alike basis.

Article VII - Resolution and Certification by Board

Whereas, there is a need for an Adult Education Program at this time to insure better educational advantages to the adults and out-of-school youth of this school district; and

Whereas, an efficient and proper Adult Education Program cannot be feasibly conducted by this district alone; and

Whereas, Section 3-2 of the Adult Education Act, a special act in The School Code of Illinois authorizes joint agreements between two or more school districts or junior college districts, through their respective boards, to establish such programs:

Now, Therefore, Be It Resolved that this Board hereby be authorized to enter into a joint agreement between this school district No._____,_____ County, Illinois and other school district, and be bound thereby; and Be It Further Resolved that this Board hereby approved of the Adult Education Program, a copy of which intended program is attached hereto.

Certification

I, _____, Secretary of the Board of Education of District No._____, hereby certify that the above and foregoing is a true and correct copy of a certain resolution which was duly passed by said

Board at its regular meeting held on____day of_____, A.D.,

19___.

_____
Secretary of Board of Education

District No.___,_____
(County), Illinois

Attest:

_____

President of the Board of Education
of District No.___,_____,
Illinois. (County)

VII. Adult and Continuing Education Council

An Adult and Continuing Education Council is established and shall consist of 13 members. The State Librarian, the State Historian, the Director of the Illinois State Museum, the Executive Director of the Board of Higher Education, and the Executive Secretary of the Illinois Junior College Board shall serve as members. The Director of Children and Family Services, the Director of the Illinois Youth Commission, the Director of Public Safety, the Director of Mental Health, the Director of Public Aid, the Director of Public Health, the Director of Vocational Rehabilitation and the Superintendent of Public Instruction shall serve as ex officio members of the Council. Such ex officio members of the Council may designate an individual employed by his Commission or Department, as the case may be, to serve in his place and represent his Commission

or Department on the Council. All members of the Council shall serve without compensation but shall be reimbursed for necessary expenses incurred in performing their duties.

The Council shall coordinate Adult and Continuing Education in the State of Illinois so as to provide a more uniform and complete program and so as to coordinate funding and accounting activities of such agencies involved.

The Council shall select a Chairman and establish rules and procedures for its proceedings not inconsistent with the provisions of the Act. The Council shall meet at least four times a year.

VIII. Certification

A. Supervisory Certificate

As provided under Section 21-7 and Section 21-7.1 of The School Code of Illinois, administrators of Adult Education programs shall be properly certified to supervise in the public common schools. Certification shall be provided by the All Grade Supervisory Certificate; the State Supervisory Certificate; the General Supervisory Endorsement; the General Administrative Endorsement; or the Superintendent Endorsement.

B. Teacher Certification

Teachers in an Adult Education Program must hold a valid teaching certificate issued by the State Teachers Certification Board. All teachers of adults not certified and holding a standard

certificate may be issued a general certificate as authorized under Section 21-11 of The School Code of Illinois.

The State Certification Board may also issue a Provisional Vocational Certificate as authorized under Section 21-10 of The School Code of Illinois.

IX. Contribution to Pension Fund

A. Teachers' Retirement

1. The Teachers' Retirement System of Illinois has adopted a policy which may be of special interest to teachers in adult education. Teachers are required to contribute on income provided they meet the following conditions:

a. Such a person is duly certificated.

b. Employed by the governing board of education to teach.

c. Paid in the same manner for these services as other teachers are paid for equal and similar services.

d. Paid by an order issued by the clerk of the board on the treasurer who is the lawful custodian of such funds.

e. If the teacher/instructor is not retired and works four or more clock hours per day, daily, then such teacher is required to contribute 7% to the Retirement System.

2. As provided by House Bill 1771, 75th General Assembly, the teacher/instructor as a retired teacher, receiving a retirement allowance from this system may be employed for no more than

75 days or 375 paid hours in any school year. If employment is partly on a daily and partly on an hourly basis, a day shall be considered as 5 hours.

3. Senate Bill 1696, signed into law August 2, 1967, effective from August 1, 1967, requires all Boards of Education to pay monthly to the State Teachers' Retirement System 9.5% of the Federal portion of salaries for teachers who participate in the Teachers' Retirement System. This is a contribution by the State through the employing agency and must not be mixed or co-mingled with the 7% deductions from the teachers' salaries.

B. Social Security

Teachers not qualified to contribute to the Teachers' Retirement System during the regular school year must contribute to Social Security.

Mr. Claude S. Holloway
Executive Director
Illinois Municipal Retirement Fund
100 South Wacker Drive
Chicago, Illinois

may be contacted for more detailed information concerning social security deductions.

X. Tenure

Teachers who are hired to teach in an educational center with funds provided under Section 10-22.20 of the School Code and Title III, PL 89-750 would under certain circumstances be subject to the tenure laws.

If the teachers are teaching for a full school day, it is immaterial whether the students are adults or minors and such teachers would attain tenure status.

If the teacher is only teaching one or two classes a day and has no other duties in the school for the balance of the day, he could not attain tenure status for the reason that Section 24-11 of The School Code provides only a teacher may enter into contractual continued service. If your particular teacher did qualify as a tenure teacher and sometime in the future it would be necessary to discontinue the program, then such tenure teacher may be released according to provisions of Section 24-12 of the School Code if there is no other position in the district that the teacher might fill and which is then being filled by a nontenure teacher. That is to say, the board must first remove all teachers who have not entered upon tenure before removing the tenure teacher who is qualified to hold the position held by the nontenure teacher.

APPENDIX I

NORTH CENTRAL ASSOCIATION OF SECONDARY SCHOOLS AND COLLEGES CRITERION XII FOR ADULT EDUCATION

THE CHANGING SOCIAL AND TECHNOLOGICAL CLIMATE OF OUR SOCIETY MANDATES HIGHER LEVELS OF UNDERSTANDING AND TECHNICAL SKILL FOR MANY OF OUR PEOPLE. SINCE EDUCATIONAL EXPERIENCES WHICH ARE MEANINGFUL IN THE REGULAR SECONDARY SCHOOL PROGRAM ARE NOT ALWAYS SUITED TO THE NEEDS OF ADULTS, THE NORTH CENTRAL ASSOCIATION ENDORSES AND ENCOURAGES THE DEVELOPMENT OF ADULT LEARNING OPPORTUNITIES TO ACCOMPLISH DIPLOMA COMPLETION AS WELL AS OTHER DESIRABLE ADULT EDUCATIONAL GOALS WITHIN LIMITS PRESCRIBED BY LOCAL GOVERNING BOARDS.

ADULT STUDENTS

12.1 Enrollment in adult accredited high schools may be extended to persons 17 years of age or older who are not enrolled in a regular day school program. Students under the age of 17 years may be admitted upon approval of their present or previous high school principal or other authorized school official.

CURRICULUM AND SCHEDULE

12.20 The adult high school curriculum should approximate the local basic distribution of courses required for graduation; however,

the program should also encompass characteristics consistent with the more mature needs, interests, opportunities, and responsibilities of adults. Courses of study should reflect in depth and content the intellectual, social, vocational, and emotional experiences of adults.

12.21 Adult high schools should offer a flexible program of studies based on daily, weekly, and semester schedules which best fit the educational needs of students. Special care should be taken to minimize conflicts with work schedules, family responsibilities, and similar obligations of adults.

UNITS OF CREDIT

12.30 A unit of credit in an adult high school shall be awarded for knowledge, skill, or competency equal to that normally required to earn credit in an equivalent course in a regular accredited secondary school.

AWARDING OF CREDIT

12.40 In addition to credits previously earned and documented by transcripts at grade 9 or above, special means for granting credit as described in Appendix I shall apply equally to adult high schools.

12.41 A maximum of eight elective semester credits may be granted in adult high schools for documented federally registered trade apprenticeship programs or other evidence of successful vocational learning or achievement.

12.42 As many as two credits per semester up to a total of eight semester elective credits may be awarded for regular employment in cooperative work-study programs supervised or taught by vocationally certified teacher-coordinators.

CREDIT AND RESIDENCE REQUIREMENTS FOR GRADUATION

12.5 Graduation requirements in a North Central Association adult high school shall be the same as set forth in Criterion II 2.70 (Criterion IXA of present criteria), except that no adult student may be graduated until a minimum of four semester credits have been earned in residence at the adult high school.

PROFESSIONAL STAFF

12.6 The regulations and requirements concerning professional staff shall be the same as set forth in Criterion III (Criterion IV of the present criteria), except that for non-credit courses the qualifications of teachers shall be the subject to the discretion of the local governing board.

COUNSELLING AND LIBRARY SERVICES

12.70 Adult high schools shall provide counseling services adequate

to the effective formulation of realistic individual programs of study.

12.71 Library facilities and privileges shall be made available to students in adult high schools.

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